

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, August 3, 2011
1:30 pm
BEC 3024

In attendance were senate chair, Linda Tribble; senate members Megan Black, Gary Burgdorf, Tim Fitzgibbon, Tim Jones, Lee Ann Shafer , Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake and Debbie Weigand.

I. APPROVAL OF MINUTES

- a. The minutes of July 6, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble
Linda provided the Senate with an update on the Senate’s website. The goal is for the website to be the one stop shop for Administrators and pertinent information.
2. Vice Chairperson – Jayne Tang
No Report.
3. Past Chairperson – Carmen Stoen
No Report.
4. Secretary/Treasurer – Tim Jones
Tim announced that the Senate has assigned a University account number for budgeted activity.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair
Megan stated that the committee will be meeting for the first time after this meeting and will evaluate the goals of the committee.
2. Professional Development – Tim Fitzgibbon, Chair
Tim stated that the committee is going to discuss potential programs for the fall semester.
3. Nominations and Elections – Carmen Stoen, Chair
Carmen announced that the committee will review the current districts after the fall semester begins.
4. Events and Outreach – Lee Ann Shafer, Chair
Lee Ann is going to cover the committee’s goals during today’s breakout session. She also stated that the Senate does have a table reserved for the upcoming resource fair at the fall meeting.
5. Administrative Affairs – Steve Woodall, Chair – Absent – Presented by Susanne Stanley
Susanne asked the Senate on the process for submitting an item for consideration and how the committee should approach the item submitted. After discussion, if the committee identifies an item of consideration they are to present it to the Senate for approval prior to beginning in depth research and evaluation of the item. Once approved the committee may move forward with the item.
6. Constitution and Bylaws – Ray Simmons, Chair
No Report.

c. Presidential Council Liaisons - Absent

1. No Report.

III. NEW BUSINESS

- a. Review of Vision and Mission Statements.
 - 1. Mr. Jones provided a summary of the vision and mission statement and the process used to establish these statements at last year's Administrative retreat. Discussion was held on the topic of mission and how the Senate is to integrate and work cooperatively with other groups on campus. As committees are working on items, discussion and communication should occur with those groups that may be affected by the item being considered.
- b. Fall Faculty and Administrators Meeting.
 - 1. Ms. Triple provided a summary of the topics to be addressed at the upcoming meetings.

IV. UNFINISHED BUSINESS

- a. 2011 Fall Faculty and Staff Survey.
 - 1. Ms. Triple updated the Senate on the final questions submitted for the survey (Attachment 1). She also explained that certain questions pertaining to salary and benefits were removed due to input from Dr. Bennett and Mark Rozewski. Dr. Bennett has stated that a survey of Administrative salaries will take place and the need for a question pertaining to such would not be needed.
- b. Approval of Senate Recommendations for University Committees.
 - 1. On a motion made by Debbie Weigand and seconded by Ray Simmons, the Senate unanimously approved the following appointments.
 - i. EEO Appeal and Hearing Board – Amy Price
 - ii. Environmental Stewardship Committee – Patty Beagle
 - iii. Parking and Transportation Planning Committee – Linda Triple
 - iv. Safety Committee – David Stetter
 - v. Substance Abuse Committee – Kristina Walker
 - vi. Tobacco-Free USI Committee – Mike Cathro
 - vii. Traffic Appeals Committee – Lance Woods

V. ANNOUNCEMENTS

- a. Next meeting: September 7, 2011 in BEC 3024.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 2:55 p.m. The Senate continued throughout the rest of the day with the Administrative retreat, which included break-out sessions for each committee. Each committee set goals for the 2011-2012 year. After the break-out sessions all the committees reconvened and provided a summary of those goals to the Senate and all committee members.

Timothy Jones
Secretary/Treasurer

Fall 2011 Faculty and Staff Survey

1. Are you...

- Faculty
 Support Staff
 Administrator

Administrative Senate

2. The Administrative Senate plans to offer various professional development opportunities for administrators.

Please indicate how interested you are in the following professional development topics.

	<i>Very interested</i>	<i>Somewhat interested</i>	<i>Not at all interested</i>
<i>Banner training</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>General computer technology training (Microsoft Word, Excel, etc).</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Opportunities for community service / outreach</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Book club</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>A mentoring program for administrators</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What other professional development topics would you like to see offered to employees at USI?

4. Is funding readily available for professional development (conference travel, registration, per idem) for you in your current administrative position?

Yes

No

5. The Administrative Senate sponsors the "Administrators' Toolkit" each month, offering one-hour educational sessions about various USI programs, policies and projects. Please suggest a topic you would be interested in attending.

6. Previously administrators have indicated that these issues related to salary/benefits are important to them. Rank in order of importance (1-5, 1 being most important) which you would like the Senate to begin exploring this academic year.

- Increasing vacation time based on years of service beyond 5 years*
- Extending flexible work schedules beyond the summer months*
- Recognition of years of service for administrators, other than just current the 25 year point*
- Implementation of a sick time bank*
- Increased flexibility in selection of health, dental, vision insurance benefits*
- Availability of professional development funds for all administrators*

7. Previously administrators have indicated that these issues are important to them. Rank in order of importance (1-5, 1 being most important) which you would like the Senate to begin exploring this academic year.

- Promotion/advancement plans for entry/mid-level administrators*
- Increased professional development opportunities*
- A reciprocal tuition benefits program with other institutions that might include doctoral courses*
- Simplification of tuition fee waiver process for USI employees taking USI courses*
- A more comprehensive recycling effort at USI*

8. Is there a formal USI policy that you would like the Administrative Senate to evaluate?

Yes

No

What policy would you like the Administrative Senate to evaluate?

9. Would you like to be informed when a USI employee lose a close relative, regardless of what department they work in? Currently these emails are sent only to employees working in the same department.

Yes

No

USI Foundation

10. Have you made a gift to the USI Foundation in the past 5 years?

Yes

No